

Hickman County, TN Economic and Community Development Association

**2021 Governor's Investment in Technical Education (Give 2.0)
ASAP- Aligning Students with Advanced Professions**

Hickman County, TN Economic and Community Development Association-
Tennessee College of Applied Technology-Dickson

IN PARTNERSHIP WITH:

South Central Tennessee Workforce Alliance
(Workforce/Economic Development Agency)

Nashville State Community College
Tennessee College of Applied Technology-Dickson
(Higher Education Institutions)

Hickman County School District
(LEA/School District)

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Funding Requested:
\$1,000,000



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ASAP for Aligning Students with Advanced Professions Program Summary

ASAP for Aligning Students with Advanced Professions (ASAP) seeks to establish a new HVAC workforce pipeline and expand the Culinary Arts pipeline, through dual enrollment, industry certifications, and work-based learning (WBL) with local industries, fostered through long-term regional partnerships. These partnerships will meet regional workforce needs through the collaboration representing K-12 education, post-secondary education including TCAT Dickson and Nashville State Community College, workforce development, and local and regional employers. Because Hickman County does not have a physical TCAT or community college campus within its borders, this collaboration is necessary to provide students access to valuable tools to increase the number of students gaining post-secondary credentials needed to meet the Drive to 55 goals. Currently, the percentage of Hickman County residents aged 25 or older holding a bachelor's degree or higher is at 12.2% and 70% of the students enrolled in the school district are first generation college applicants. ASAP will identify and address skills gaps that will prepare students to successfully enter the workforce. The implementation of these employer-driven career pathways will fulfill a critical and demonstrable workforce need. Through these partnerships, seamless pathways will enable students to enter the workforce with essential credentials, degrees, and work-based learning experience. To support Drive to 55 and to meet a growing need among local HVAC and culinary related employers, ASAP will seek to remove barriers for middle and high school students through a multi-pronged approach that will create student awareness of HVAC and Culinary career paths, job opportunities, awareness of employers in the regional area, and provide educational opportunities for students. Hickman County has not previously received a LEAP or GIVE grant.

Section I. Demonstration of Need

The Drive to 55 initiative was initiated by Governor Bill Haslam with a goal of equipping 55% of Tennesseans with a certificate or college degree by 2025. ASAP will help carry Hickman County beyond its 12.2% college degree rate by providing a new HVAC program and expanding an existing Culinary Arts program. Students will participate in structured learning opportunities, work-based learning (WBL), and earn industry-specific credentials through the ASAP program.

Heating, Air Conditioning, and Refrigeration Mechanics and Installers: According to *Jobs4TN.gov* shows 101 Heating and Air Conditioning Mechanics and Installers (HVAC) career openings within Middle TN. It also reports that 258 jobs across the state are vacant. The wage for this career ranges from \$38,394 to \$41,318. The yearly salary in this industry exceeds the amount stated for a living wage according to the *MIT Living Wage Calculator*. Middle TN is continuing to expand business and residential areas and HVAC careers are thriving as an integral component of this growth. According to the *2021 Middle TN Wage and Benefit Survey*, the Heating and Air Conditioning Mechanics and Installers position is difficult to fill across the state. The addition of an HVAC program in the two high schools will prepare students to begin their career pathway and become workforce ready. The *2021 Middle TN Wage and Benefit Survey* also found an average median wage to be \$56,150 annually.

Culinary Arts: As per *Jobs4TN.gov*, the middle region of TN including Southern Middle and Northern Middle, has 167 job openings for Culinary (Head Cooks and Chefs). Additionally, the state has 271 job openings for those interested in this career. The annual wage for a culinary career range from \$40,364 to \$50,223. The yearly salary in this industry exceeds the amount stated for a living wage according to the *MIT Living Wage Calculator*. The outlook is promising as new businesses open and expand within the middle region of the state. Furthermore, Culinary (Chefs and Head Cooks) were listed in the top 25 careers highest in demand in the TN Higher Education

Commission's (THEC) *Academic Supply and Occupational Demand Report*. It is recorded that this career has an average growth rate of 1.54% with 337 openings annually. THEC reported a median earning of \$46,643 per year.

Section II. Program Plan

To increase the number of qualified students graduating with industry certifications, ASAP will develop an engaging educational program that serves grades K-12. Through career exploration beginning in guidance classes, elementary schools will teach a unit about careers in grades K-2. Intermediate schools, grades 3-5, will teach a unit on college and career, then research colleges and careers. The middle schools will research careers and complete the YouScience® evaluation to determine aptitudes of students. Beyond providing students the opportunity for exploration and developing interest in the HVAC and Culinary pathways, middle and high school students will be provided summer camps with hands-on experiences with industry partners leading sessions in both HVAC and Culinary. Essential skills will be taught including teamwork, soft skills, decision making, flexibility, commitment, innovation, integrity, leadership, and lifelong learning. YouScience® will be administered to middle and high school students to aid students in finding purpose and direction by connecting natural talent, skills, and knowledge in-demand education pathways and careers. Students will become equipped with skills and high-school state approved stackable credentials that support the local economy now and, in the future, as identified in the Drive to 55 goals and labor market data. While in high school, HVAC students will become credentialed in OSHA 10, Snap-On Precision Measurements, and EPA 608 with the goal of transitioning to Tennessee College of Applied Technology-Dickson (TCAT Dickson) and obtaining the HVAC Technician diploma; Culinary students will obtain the ServSafe® Manager credential while in high school, with the goal of transitioning to Nashville State Community

College (NSCC) to obtain an associate degree in Culinary Arts. A work-based learning (WBL) program will be established between the two Hickman Co. high schools and the business partners. A detailed timeline and overview of activities demonstrates the ability to support implementation of an HVAC program and the expansion of the Culinary Arts programs.

1. ASAP has a detailed plan of strategies to increase student and parent awareness of employment opportunities that include the following:

Awareness: Student and parent awareness will be increased through a joint venture between the Hickman Co. Education Council and the Hickman County Economic and Community Association (Hickman Co. ECA). School counselors and Advise TN Counselors will utilize YouScience®, Conover Online, and one-on-one meetings to formulate high school learning plans for students interested in HVAC and Culinary careers. Information about regional jobs will be provided through the career centers located at both high schools. The high school career centers will be funded through the Three Star Governors Grant that was awarded to the Hickman Co. ECA to bridge the gap between schools and businesses in 2020. A general job application for all local jobs will be developed by The American Job Center (AJC) and provided for students and parents at the high school career centers. Applications will be shared with regional businesses. Regional industries will have access to the AJC to interview prospective candidates, including students and parents, for jobs.

Job Fairs/Field Trips and Other Student Services: The Hickman Co. ECA, Hickman Co. Chamber, and TCAT Dickson will bring industry partners together for a job fair at both high schools open to students and the public. Field trips will be provided to post-secondary institutions and job sites. The AJC will be open for mock interviews with business leaders in the community.

Marketing: Marketing will be provided through a partnership with the Hickman Co. ECA, Hickman Co. Chamber, TCAT Dickson, and the AJC will include print publications, videos, and social media.

2. In the Perkins Comprehensive Local Needs Assessment (CLNA-part of the Perkins Action Plan) Students with Disabilities and Economically Disadvantaged students are trailing other students by fifteen percent. ASAP will engage all middle and high school students, including economically disadvantaged, students with disabilities, students in foster care, and students with parents that are in the armed forces or on active duty by providing special preference to attend summer camps and activities that will create an interest in HVAC and Culinary occupations. This will increase the number of students registering for Culinary and HVAC programs upon enrolling at the high school through targeted college and career counseling given by middle school counselors and the interactive summer camps. The CLNA indicator for WBL (5S1) identifies males at three percent which is extremely low. By providing more WBL through HVAC, the number is expected to increase.

ASAP will address the skills gap and develop a strong WBL program. Employers will identify the skills they need as well as develop mechanisms to recruit and train employees. Hiller Plumbing, Heating, Cooling and Electrical will partner with the Hickman Co. School District to provide professional technicians to lead summer camps to show the relevance of future careers and inspire students. Hiller Plumbing, Heating, Cooling and Electrical will provide a WBL opportunity through a program called Ride and Decide and tours of their facilities. This program will allow students to ride with technicians to determine if they are interested in the HVAC field. Hiller will participate in Career Fairs, mentoring, and send guest speakers to the schools. S.M. Lawrence will co-op with multiple work teams to visit HVAC work sites and visit the career centers at each high

school to meet with students to discuss job opportunities in the HVAC job market. Matrix Mechanical Solutions, LLC will provide WBL opportunities through school visits, and on the job training opportunities on site and will attend career fairs. TN Electric Motor Company will allow students to tour their facility, participate in career fairs, and speak to students in the career centers about employment.

The Culinary Arts program, UT Extension, and the Hickman Co. Coordinated School Health supervisor, who is a registered dietitian, will provide summer camps for students to learn about nutrition and dietary planning to share with family members, including those that have special nutritional needs. Students will learn about meal preparation, nutritional content and labels, calorie needs, portion control, food costs, and healthy food choices. Middle school and high school students will also participate in hands-on learning through cooking labs and prepare food for their family. Ascension St. Thomas Hickman will provide WBL opportunities for students, offer guest speakers, attend job fairs, and provide information about dietetics for the hospital system. Furthermore, Sole Supports has agreed to partner with the high school Culinary Arts program for company catering needs, including the use of their commercial kitchen.

In addition to summer camps, industry partners will participate in classroom projects, career exploration activities such as guest speakers, job shadowing, and field trips to provide students with a clear picture of local HVAC and Culinary employer expectations. High school counselors will advise students on required classes and ACT preparation to support a transition to TCAT Dickson for HVAC training and NSCC for Culinary Arts training.

3. Hickman County High School and East Hickman High School will implement a Work Ethic Distinction Diploma during the 2021-22 school year which will include additional training in soft skills needed by students to be successful employees. With input from

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educators, business leaders, Business Educational Council, Hickman Co. Chamber of Commerce, Hickman Co. ECA, standards will be developed to measure work ethic in students. A rubric will be developed that will measure student performance in the following areas: absenteeism, conduct, teamwork, CTE participation (EPSOs, clubs and competitions), college readiness, and matriculation.

4. ASAP will create pipelines for high school students to enter the regional HVAC and Culinary workforce. Counselors will meet with the underrepresented groups of students including economically disadvantaged, students with disabilities, students in foster care, and students with parents that are in the armed forces or on active duty.

Work-based learning (WBL) will be embedded in the junior and senior years to provide students with concrete, coherent relevant occupations. SCTWA will assess students using Conover Online, which is a career exploration, career assessment, and vocational assessment system. The goal for the 2022-23 school year will be to enroll 25 students and increase this number to 75 across the following three years. These students will have the opportunity to graduate with one or more of the following industry credentials: OSHA 10, Snap -On Precision Measurements, EPA 608, and ServSafe® Manager while in high school. Students will dual enroll with TCAT Dickson for HVAC and NSCC for Culinary Arts to supplement WBL and industry credentials. WBL partnerships will have established a pipeline for students to obtain jobs upon graduation if they do not plan to seek additional training via a postsecondary institution. Working with the school counselors and Advise TN counselors, students wishing to join the workforce will develop a plan to successfully achieve employment (resume writing, completing applications, interviewing skills, etc.). Additionally, students who wish to continue to postsecondary education will work with the school counselors

and the Advise TN counselor throughout the entire process of applying for colleges, seeking funding, and matriculation during the fall semester.

5. HVAC instructors will receive professional development experience outside the classroom by visiting businesses and post-secondary institutions. TCAT Dickson will provide externships for high school teachers to ensure fidelity in the HVAC pathway and NSCC will provide externships for Culinary Arts teachers. Standardization of equipment between the high school and TCAT Dickson is vital for a seamless transition for student success. Student knowledge about a particular piece of equipment allows students to easily transition and operate the equipment efficiently. Meetings between the instructor at the TCAT Dickson and CTE director were held to ensure trainers purchased would allow a seamless transition.

Monitoring the success of the program will utilize the following metrics: tracking the number of students exposed to information about a career within the HVAC and Culinary industries, students participating in camps at the middle and high school level, college and career exploration, students in the HVAC and Culinary classes obtaining an industry credential or industry dual enrollment credit, and student and business contacts made through the career centers at each high school. Additionally, data will be gathered on the number of students that matriculate to an HVAC or Culinary Arts postsecondary program or job as a metric to ensure success of the ASAP program. This will include college visits, college application tracking, TN Promise application rates, FAFSA completion rates, and the college going rate in HVAC and Culinary programs. The chart below identifies ASAP student participation:

Activity	Grade Level	Students Year 1 (Ending June 2021)	Students Year 2 (Ending June 2022)	Students Year 3 (Ending June 2023)
Videos of local HVAC/Culinary	Elementary	900	900	900

Activity	Grade Level	Students Year 1 (Ending June 2021)	Students Year 2 (Ending June 2022)	Students Year 3 (Ending June 2023)
HVAC/Culinary Camp	Middle	40	80	120
Career Awareness and Employability Skills Activities - Required for all students	Middle	900	900	900
HVAC/Culinary Program of Study Students gaining at least one industry certification	High	50	75	100
Successful Boot Camp Graduates	High	50	75	100

The following detailed project timeline and overview of the critical convenings, activities, and actions show the components of the ASAP project.

Month	Responsible Parties	Year 1 Ending Dec 2022	Year 2 Ending Dec 2023	Year 3 Ending June 2024
January	School staff, NSCC, TCAT SCTWA Oversight Committee		Teacher Externships Teacher Professional Development Update Update policies and procedures for the 20-21 school. Screen students for WBL Meeting to discuss purchases, WBL, Business Partners involvement.	Teacher Externships Teacher Professional Development Update policies and procedures for the 21-22 school year. Screen students for Meeting to discuss purchases, WBL, Business Partners involvement. WBL
February	School Staff Grant Manager TCAT		WBL begins for HVAC/Culinary. Recruit additional partners to participate in the program. Dual enrollment students will apply for the dual enrollment grants.	WBL in industries begins. Recruitment of additional industry partners to participate in the program TCAT repeats in year three.
March	School Staff TCAT Dickson SCTWA		Begin Media Campaign for elementary students and parents. Begin readiness skills/soft skills training to WBL Candidates	Begin readiness skills/soft skills training to WBL Candidates
April	School Staff TCAT, Industry Partners		Alignment of Community and Education Summit. Update HVAC/Culinary WBL for 22-23 school course catalogs.	Alignment of Community and Education Industry Summit. Update HVAC/Culinary WBL for 23-24 school course catalogs.

Month	Responsible Parties	Year 1 Ending Dec 2022	Year 2 Ending Dec 2023	Year 3 Ending June 2024
May	Oversight Committee School Staff	Oversight Committee Meeting- begin planning for middle school summer camps and high school WBL opportunities into high school course catalogs. Post Manager Position Meeting to discuss purchases, WBL, Business Partners involvement.	Planning summer teacher professional development and externships. Meetings about industry activities in middle schools. Meeting to discuss purchases, WBL, Business Partners involvement.	Begin planning summer teacher professional development and externships. Meetings about the industry activities in the middle schools. Meeting to discuss purchases, WBL, Business Partners involvement.
June	Oversight Committee, School Staff School staff and industry representatives School Staff Grant Leads Grant fiscal agent	Professional Development with school system staff to share details of the grant. Plan summer professional development and externships for school staff. Create documents/policies to support work-based learning opportunities. Finalize agreements with local post-secondary institutions. Purchase needed equipment, instructional supplies, and industry certification exams. Hire grant manager.	Begin planning middle school summer camps in conjunction with business partners. Plan summer professional development and externships for school staff.	Begin planning middle school summer camps in conjunction with business partners. Plan summer professional development and externships for school staff.
July	School Staff TCAT	Schools conduct student interest meetings and review YouScience® data. Teachers complete WBL Training. Begin creation of elementary school campaign Enrollment in the HVAC/Culinary courses.	Conduct interest meetings. Begin registration for Spring Senior Boot Camps.	Conduct interest meetings.
August	School Staff	Student interest meetings for WBL opportunities during the 2021-22 school year. Advertise and begin registration for summer camps and institutes.	Student interest meeting for WBL opportunities during the 22-23 school year. Advertise and begin registration for summer camps.	Student interest meeting for WBL opportunities during the 22-23 school year. Advertise and begin registration for summer camps.

Month	Responsible Parties	Year 1 Ending Dec 2022	Year 2 Ending Dec 2023	Year 3 Ending June 2024
September	School Staff TCAT Oversight Committee	Spring Senior Boot Camp Complete development of media campaigns for elementary schools. Selection of students for the 2021-22 WBL opportunities Meeting to discuss purchases, WBL, Business Partners involvement.	Spring Senior Boot Camp Complete development of media campaigns for elementary schools. Selection of students for the 2022-23 WBL opportunities Meeting to discuss purchases, WBL, Business Partners involvement.	Spring Senior Boot Camp Selection of students for 2023-24 WBL opportunities. Meeting to discuss purchases, WBL, Business Partners involvement. Discussion of transition and final paperwork for grant.
October	School Staff and industry partners	Industry Open House for students and their parents selected for 2021-22 WBL. Begin a social media campaign to promote manufacturing.	Industry Open House for students and their parents selected for 2022-23 WBL.	Industry Open House for students and their parents selected for 2023-24 WBL
November	School Staff and Industry Partners TCAT NSCC	Hiring Day at high school career centers for manufacturers to interview and hire seniors that successfully completed boot camp.	Hiring Day at high school career centers for manufacturers to interview and hire seniors that successfully completed boot camp.	Hiring Day at high school career centers for manufacturers to interview and hire seniors that successfully completed boot camp. Students from fall 2021 earn OSHA 10, Snap-On-Precision Measurements, EPA 608. ServSafe® Manager
December	School Staffs, TCAT, NSCC and industry partners	Middle School Camps Teacher Professional Development Teacher Externships Manufacturing Institute	Middle School Camps, Teacher Professional Development, Teacher Externships	Middle School Camps, Teacher Professional Development, Teacher Externships

Governance Plan The oversight committee will meet in person quarterly and by Zoom/Teams monthly. Members of the oversight committee that will oversee operations throughout the project period include Brenda Brock, (Lead entity) Hickman Co. ECA, Don Qualls, CTE Director for Hickman County School District, Dr. Arrita Summers, President TCAT Dickson, Tonja Garrett, SCTWA, and Kathy Dick EPSO Coordinator. The lead entity will set the monthly meeting dates and agenda; and, each partner will report out on their efforts and seek assistance as needed.

Section III. Strength of Partnerships

The cornerstone of ASAP is the strong partnership between the workforce and the education stakeholders in the region. With existing relationships already in place, the foundation of ASAP is solid. The Hickman County ECA executive director will serve as the Lead Entity, the Career and Technical Education Director from Hickman County High School will be a co-lead, and TCAT Dickson will be the fiscal agent. Mandatory partners for ASAP include:

Partner	Representative	Education/ Workforce Experience	Specific Experience
Workforce Agency: SCTWA	Jan McKeel	30 years	Manages multiple federal and state workforce grants; and, is a franchisee of two additional businesses.
Higher Education: TCAT Dickson NSCC	Dr. Arrita Summers President TCAT Dr. Shanna Jackson, President NSCC	27 Years 30 years	The education partners have a wealth of experience with a proven track record of delivering workforce instruction as well as specific industry related training through LEAP 1.0/2.0 grants, GIVE 1.0 grants, and other initiatives.
K-12 School District: Hickman County Central Office EHHS HCHS	Don Qualls, CTE Director Kim Williams Julie Rice	40 years 20 Years 10 Years	The director has been successful with Perkins and LEAP grants to enhance vocational education opportunities.
Employees: Hiller Plumbing, Heating, Cooling, and Electrical Ascension St. Thomas Hickman Hospital S.M. Lawrence TN Electric Motor Co. Matrix Mechanical Solutions, LLC CMS	Jimmy Hiller Kevin Campbell Van Kight Mike Rinker Daniel Eubanks Daniel Calhoun	40 27 30 26 19 10	All employer partners represent a need for manufacturing jobs in the region and have multiple job openings.

Specific roles and responsibilities have been outlined in the Memorandum of Understanding (Appendix B) and include the following:

The South-Central TN Workforce Alliance will serve as the Workforce Development Partner for this project. The SWTWA has a proud and successful history since its inception in July 2003

as a 501c3 non-profit organization formed with the mission of bringing together workforce development partners in Southern Middle TN to provide for improvements in workforce skills through training, development, education, and job creation based on employer demands, and resulting in productive citizens who can learn, work, and comfortably care for their families. The importance and development of partnerships has been ingrained in our organization even before the enactment of the Workforce Investment Act and this foundation principle continues to permeate our present efforts and is the key to successes we experience. The SCTWA will provide job placement, work readiness, and job readiness skills training for WBL student candidates and WBL students as needed using the Conover Online Assessment System.

TCAT Dickson will serve as a fiscal agent for ASAP. In this role, TCAT Dickson will be responsible for all financial transactions and associated reporting related to the grant and assure their compliance with Tennessee Board of Regents and THEC financial policies and regulations. In addition, TCAT Dickson will coordinate dual enrollment and/or dual credit with the Hickman Co. School District, and will provide externships for the HVAC instructor.

Nashville State Community College will coordinate dual credit in Culinary Arts and will provide externships for the Culinary program instructor. NSCC will coordinate work-based learning opportunities for youth and adults.

Hickman Co. School District will implement an HVAC pathway and expand its Culinary pathway, including instructional strategies, business partner engagement, and WBL opportunities for students. In addition, each high school will manage dual enrollment with TCAT Dickson and NSCC. Schools will also refer students to TCAT Dickson and NSCC to earn postsecondary credentials.

Employer Partners: Serving as employer partners will be St. Thomas Hospital, Hiller Plumbing, Heating, Cooling and Electrical, L.M. Lawrence, TN Electric Motor, and Matrix Mechanical Solutions, LLC. The collective group has indicated their willingness to provide WBL opportunities to include on-the-job training, co-ops, externships, company tours, and donations of time and equipment, when feasible. Additionally, the group will participate as guest speakers, perform mock interviews, and provide industry experts for the ASAP program.

Section IV. Budget

The complete budget for the GIVE 2.0 grant is attached in Appendix A. The salaries portion of the budget includes all benefits for the fiscal oversight position of the grant at TCAT Dickson.

Professional Fees, Grant & Awards First, this proposal includes two part-time positions that include the following responsibilities: grant administration, WBL coordination, Covid screening for WBL, and liaison between businesses and school to organize job fairs, career days, field trips, testing, and any all-other duties responsible for the successful completion of the grant. Second, an HVAC teacher will be hired to split between East Hickman High School and Hickman County High School, along with stipends for teachers, and a one day a week workforce Development employee to use Conover Online to screen for WBL. After school stipends will be necessary to complete projects and coordinate time with TCAT Dickson for evening classes.

Supplies, Telephone, Postage Shipping, Occupancy, Equipment Rental Maintenance, Printing & Publication portion of the budget includes purchasing recommended supplies and tools for two high schools for HVAC. Culinary Arts at East Hickman High School will need small items such as cooking utensils, blenders, catering trays, mixers, and a warming food display. Promotional materials will be needed to advertise such as: newspaper, radio, pamphlets, social

media, promotional videos, and parental meetings. This material will be shared in both career centers and videos will run on a continuous loop in the career centers and will be shared with the Chamber of Commerce and Hickman Co. ECA.

Travel, Conferences, & Meetings All travel funds including attending the CTE Summer Institute for the HVAC instructor and grant administrators, field trips, job shadowing, mentoring for teachers will be included through this grant.

Other Non-Personnel Middle and High School summer camps will be conducted by Hiller and Matrix Mechanical Solutions to promote the HVAC program. The grant will provide funds for a work readiness program such as Conover Online. Industry credentials will be paid for through the grant. YouScience® and Conover Online assessments will help determine the interest and skill level of the students at various stages throughout their school career.

Capital Purchases include obtaining large training equipment for two high schools to start two HVAC programs. Listed are the proposed capital equipment purchases: (2) Portable AC/DC trainers (\$12,000); (2) Table Top A/C Trainers (\$20,000); (2) Thermal Science Trainers (\$10,000); (3) Heat Pump Trainers with Ductwork (\$36,000); (2) Portable A/C Trainers (\$12,000); (2) Refrigerant Recovery/Changing Trainers (\$8,000); and, (1) PKG A/C Gas Pack with Duct (\$5,000).

Indirect Costs include expenses associated with administrative functions including providing the required project reports, financial information, and information to support project evaluation.

Section V: Sustainability

The sustainability for ASAP is to ensure continued success for all partners including students, higher education institutions, and businesses. It is recognized that embedding sustainable actions is

necessary to continue the programs beyond the 30-month grant period and is integral part our planning processes. To ensure this is successfully accomplished, the following processes shall be followed by the lead entity and CTE director who will oversee WBL teachers assigned to HVAC and Culinary students, and by WBL teachers who will be responsible for activities and screenings documents in local and state reporting. Upon completion of ASAP, the industrial readiness screenings will be added to SCWTA and will be paid in full for WIOA eligible participants. The HVAC instructor will teach at both high schools with the salary being paid with state and local funds. Equipment purchased through the 2.0 grant will be maintained by using CTE funds which will alleviate the need for the positions for a fiscal and grant administrator. Perkins funds will be utilized for travel, industry credentials, supplies, YouScience® testing, and future purchases of equipment. Summer Camps will be supported using teachers paid by state and local funds within the Hickman Co. School District. Local partners will be sought to support students that are economically disadvantaged. Business partners connections will continue with TCAT-Dickson, and Nashville State through quarterly meetings. Advisory councils and CTSOs will be established for HVAC and Culinary programs with the goal of increasing WBL for HVAC and Culinary.

Section VI: Hickman County is a transitional county according to the TN ECD dashboard. According to the *Middle TN Wage and Benefit Survey* found the average median wage for HVAC to be \$56,150 annually with 271 job openings. The annual wage for a culinary career ranges from \$40,364 to \$50,223 with 337 job openings. The outlook for HVAC and Culinary Arts careers are promising. Both career pathways are significantly above the Per Capita Income of Hickman County residents.

Grant Budget

Give Program Competitive Grant

The grant budget line-item amounts below shall be applicable only to expenses incurred during the following applicable period:

Applicable Period	Begin: 12/1/2021	End: 05/31/24		
Policy 03 Object Line-Item Reference	Expense Object Line-Item Category	Grant Contract	Grantee Participation	Total Project
1,2	Salaries & Benefits	\$130,000	-	\$130,000
4, 15	Professional Fees, Grants, & Awards	\$387,620	\$207,500	\$595,120
5, 6, 7, 9, 10	Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	\$35,500	\$22,500	\$58,000
11, 12	Travel, Conferences, & Meetings	\$17,000	\$16,000	\$33,000
18	Other Non-Personnel	\$128,500	\$8,000	\$136,500
19	Capital Purchases	\$228,310	\$20,000	\$248,310
22	Indirect Costs	\$73,070	-	\$73,070
24	In-Kind Expense	-	-	-
25	GRAND TOTAL	\$1,000,000	\$274,000	\$1,274,000

ASAP Grant Submitted September, 2021

Budget Items		Year 1 Ending	Year 2 Ending	Year 3 Ending	Grant Total Request	In-Kind Match
Salaries & Benefits						
Fiscal Administrator		\$50,000	\$50,000	\$30,000	\$130,000	
Total Salaries & Benefits	Subtotal	\$50,000	\$50,000	\$30,000	\$130,000	\$0
Professional Fees, Grants, & Awards						
Grant Administrator/Work Based Learning Coordinator/COVID Screen Team		\$70,000	\$70,000	\$35,000	\$175,000	
HVAC High School Instructor (Half-Time at each school)		\$65,000	\$65,000	\$32,500	\$162,500	\$32,500
Stipends for Teachers (After School)		\$2,000	\$2,000	\$1,000	\$5,000	
CTE Director						\$25,000
SCTWA (1 day a week-30 months) Workforce Development		\$18,048	\$18,048	\$9,024	\$45,120	
Culinary Arts Instructor						\$150,000
Total Professional Fees, Grants, & Awards	Subtotal	\$155,048	\$155,048	\$77,524	\$387,620	\$207,500
Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications						
Start-Up supplies for HVAC (two schools)		\$15,000	\$5,000	\$5,000	\$25,000	\$15,000
Small Items for Culinary		\$2,500	\$1,000	\$1,000	\$3,500	\$2,500
Books and Study Guides		\$7,000			\$7,000	\$5,000
Total Supplies, Telephone, Postage & Shipping, Occupancy, Equipment Rental & Maintenance, Printing & Publications	Subtotal	\$24,500	\$6,000	\$6,000	\$35,500	\$22,500
Travel, Conferences, & Meetings						
CTE Summer Institute		\$1,000	\$1,000	\$1,000	\$3,000	\$8,000
Work-based learning Training		\$1,000	\$0	\$0	\$1,000	\$1,000
Travel to Industry Meetings (Field Trips, Job Shadowing/Mentoring)		\$1,500	\$1,500	\$1,000	\$4,000	\$2,000
On-site visits to Industry (Student Travel)		\$3,000	\$3,000	\$3,000	\$9,000	\$5,000
Total Travel, Conferences, & Meetings	Subtotal	\$6,500	\$5,500	\$5,000	\$17,000	\$16,000
Other Non-Personnel						
Middle and High School Summer Camps (4 schools)		\$15,000	\$15,000	\$15,000	\$45,000	
Industry Credentials for Students (OSHA 10, ServSafe Manager, Snap-On-Precision Measurements, EPA 608)		\$8,000	\$9,000	\$9,000	\$26,000	\$8,000
YouScience Test (Middle and High School, 4 schools)		\$5,000	\$5,000	\$5,000	\$15,000	
Conover Assessment		\$7,500			\$7,500	
Promoting Job Opportunities (Social Media Outlets, Pamphlets, Radio, Newspaper)		\$15,000	\$10,000	\$10,000	\$35,000	
Total Other Non-Personnel	Subtotal	\$50,500	\$39,000	\$39,000	\$128,500	\$8,000
Capital Purchases						
HCHS Equipment (See Budget Details)		\$114,155			\$114,155	\$10,000
EHHS Equipment (See Budget Details)		\$114,155			\$114,155	\$10,000
Total Capital Purchases	Subtotal	\$228,310	\$0	\$0	\$228,310	\$20,000
Indirect Costs						
Hickman County Indirect		\$2,000	\$2,000	\$2,000	\$6,000	
Nashville State		\$2,000	\$2,000	\$2,000	\$6,000	
TCAT-Dickson		\$21,000	\$21,000	\$19,070	\$61,070	
Total Indirect Costs	Subtotal	\$25,000	\$25,000	\$23,070	\$73,070	
In-Kind Expense						
Total In-Kind Expense	Subtotal	\$0	\$0	\$0	\$0	\$0
Grand Totals		\$539,858	\$280,548	\$180,594	\$1,000,000	\$274,000

MEMORANDUM OF UNDERSTANDING (MOU)

Between

ASAP - ALIGNING STUDENTS WITH ADVANCED PROFESSIONS

to Work Core Partners

Hickman County, TN Economic & Community Development Association, Tennessee College of Applied Technology-Dickson (TCATD), South Central Tennessee Workforce Alliance (SCTWA), Hickman County School System, and Nashville State Community College (NSCC)

And

ASAP ALIGNING STUDENTS WITH ADVANCED PROFESSIONS

EMPLOYER PARTNERS

Ascension St. Thomas Hickman Hospital, Hiller Plumbing, Heating and Cooling, and Electrical, S. M. Lawrence, TN Electric Motor Company, and Matrix Mechanical Solutions LLC. CMS – MSG Custom Manufacturing Solutions

This is an agreement by and between the parties listed above, hereinafter referred to the ASAP, to Work Core Partners and named ASAP Advanced Student Professionals employer partners, hereinafter referred to as the “employer partner.”

PURPOSE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the Governor’s Investment in Vocational Education (GIVE) proposal to implement the ASAP Advanced Student Professionals program in Hickman County. In particular, the MOU is intended to establish expectations between the designated ASAP core partners and the employer partners to provide youth the opportunity to gain valuable vocational skills to address the labor shortage and skill deficits in the manufacturing sector.

I. PARTNER ROLES

1. SECONDARY SCHOOLS: EAST HICKMAN HIGH SCHOOL-HICKMAN COUNTY HIGH SCHOOL

Secondary Schools agree to the following responsibilities: recruiting students to enroll in HVAC and Culinary Pathways, providing students with WBL (Work-Based Learning) opportunities by engaging students and employers in meaningful activities, managing dual enrollment/dual credit with TCAT Dickson and NSCC, providing students the opportunity to obtain industry credentials including underrepresented groups of students including economically disadvantaged, students with disabilities, students in foster care, and students with parents that are in the armed forces or on active duty and non-traditional, monitor employer partner engagement.

2. HICKMAN COUNTY ECONOMIC & COMMUNITY ASSOCIATION

The Hickman County Economic and Community Association agrees to be the lead entity. They will provide regional job information to share with students in the career center. Partner with the WBL coordinator to set up career fairs, career mentoring, field trips tours, and mock interviews.

3. TENNESSEE COLLEGE OF APPLIED TECHNOLOGY - DICKSON

Tennessee College of Applied Technology - Dickson agrees to the following responsibilities: serve as the fiscal agent of the grant, coordinate dual enrollment and/or dual credit with identified secondary schools, deliver HVAC technology opportunities required by employers for students to work for employer partners upon completion of the program, coordinate work-based learning opportunities required by employers for students to work for employer partners upon completion of the program, and provide externship for high school teachers.

4. Nashville State Community College

Nashville State is responsible for Coordinating dual enrollment and/or dual credit with the designated secondary schools, WBL learning opportunities, delivering training, employment support, employment support, reporting outlined in the grant, and coordinating faculty job shadow or externships with employers.

5. South Central Tennessee Workforce Alliance

The South Central TN Workforce Alliance is responsible for supporting the mission of ASAP and coordinating employer partnerships. SCTWA staff will attend ASAP quarterly partnership meetings in person and monthly conference calls, promote the program to the business community and local elected officials along with serving on the WBL industry advisory board. They will screen WBL student candidates as jointly determined by the ASAP partners. SCTWA will assist with the implementation of career pathways in HVAC and Culinary programs with local and regional employers and educational institutions. WBL students will receive work readiness and soft skills training using the Conover Online assessment system. Lastly, SCTWA will assist in the evaluation and progress of students enrolled in the WBL program.

II. EMPLOYER RESPONSIBILITIES

Employers shall undertake one or more of the following activities (denoted by “X”):

Aligning Students with Advanced Professions		Hillier	S.M. Lawrence	Matrix	St. Thomas	TN Electric Motor	CMS
Section 1: Need	How many job openings will you have in next two years including new positions and turnover?	100	75	50	25	25	30
Section 2: Program Plan- Work Based Learning	Development of youth apprenticeship opportunities	x	x	x		x	x
	Host plant tours for youth and adult program participants	x	x	x	x	x	x
	Participate in school career exploration events	x	x	x	x	x	x
	Host teachers in plant to increase knowledge & awareness	x	x	x	x	x	x
	Create summer internships for students	x		x		x	
	Interview/hire qualified applicants completing program	x	x	x	x	x	x
	Participate in WIOA on-the-job training	x	x	x	x	x	x
Section 3: Strength of Partnership	Serve on Advanced Student Professional Advisory Council		x	x	x	x	
	Attend scheduled meetings (calls or in-person)	x	x	x	x	x	x
Section 4: Budget	Review budget and provide oversight on grant	x	x	x	x	x	x
Section 5: Sustainability	Employer agrees to hire and pay wages of QUALIFIED applicants if employer has openings	x	x	x	x	x	x
	Upon completion of GIVE, employer will pay for the cost of credentials of new hires after 30 days of employment (not to exceed \$500 per employee)	x	x	x	x	x	x

III. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. Modification of roles/responsibilities and the sustainability of the program are collectively decided by the Core and Employer partners identified in this MOU.
2. An employer partner may terminate its relationship with the program with a 30-day written notice to the lead agency or co-director. Additional employer partners may be added through signature to this agreement.
3. All partners commit to sustain the work-based learning model in the proposal and partnership beyond the GIVE grant.



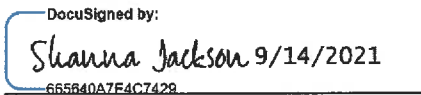

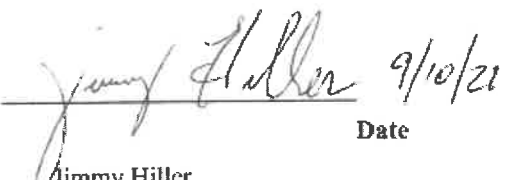
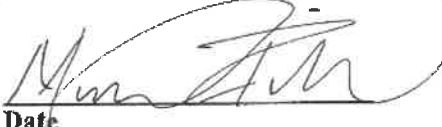
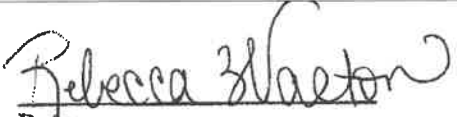

IV. EFFECTIVE DATE AND SIGNATURE

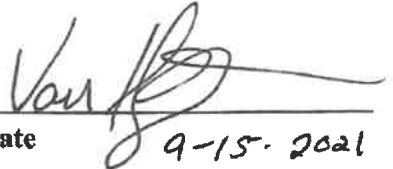
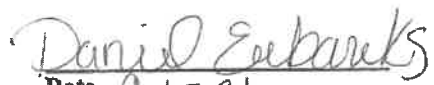

This MOU shall be effective upon the signature of the Partners authorized officials. It shall be in force from November 15, 2021, through May 15, 2024.

Advanced Student Professionals agree with this MOU by their signatures.

This MOU may be executed in any number of counterparts, each of which together shall be deemed to be original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a “.pdf” format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such a facsimile or “.pdf” signature page was an original thereof.

Signatures and Dates:

 Date Dr. Arrita Summers TCAT-Dickson	 9/7/21 Date Michelle Gilbert Director of Hickman County Schools
 Date Shanna L Jackson, President Nashville State Community College	 9/14/21 Date Kevin Campbell Ascension St. Thomas Hickman Hospital
 9/10/21 Date Jimmy Hiller Hiller Plumbing, Heating, Cooling and Electrical	 Date Mike Rinker TN Electric Motor Co.
 Date CMS Rebecca Walton	 9-15-2021 Date South Central Tennessee Workforce Alliance Jan McKeel

 Date 9-15-2021 Van Kight S.M. Lawrence	 Date 9-15-21 Daniel Eubanks Matrix Mechanical
 Date Brenda Brock Hickman Co., TN Economic & Community Development Association	